

The following is an outline of the 2019 Election Preparation webinar being held on Tuesday, January 15, 2019. You may follow along with this outline. A portion of the webinar will include WisVote application demonstrations. The recorded webinar will be posted on the agency website most likely by Wednesday afternoon.

**I. Introduction**

- a. Presenters: Michael Sabaka and Michelle Hawley
- b. Subject Matter Expert: Jodi Kitts

**II. Clerk Contact Updates**

- a. Verification and updating information
  - i. Complete EL-362 (WisVote Clerk/Deputy Clerk Contact Information Update form)
  - ii. Return to Help Desk
  - iii. Updates to WisVote, Clerks Directory, MyVote

**III. Polling Places**

- a. Verification of polling places
  - i. One polling place per address
  - ii. Wish to combine for February primary? Contact WEC for assistance

**IV. Election Plans**

- a. Importance of setting up election plans correctly
  - i. Correct ballot style
  - ii. MyVote users
    - i. Correct polling location & sample ballot
- b. Reusable templates that list all reporting units within a municipality
  - i. Templates set up for every election type
  - ii. Cannot add a new election plan or delete an existing one
  - iii. Plans may be edited once set up
  - iv. Ensure all polling places are correct in WisVote prior to setting up/editing an election plan

**V. Reporting Units**

- a. Rules
  - i. Reporting units must be made up of a single ward or a combination of wards
    - i. Municipalities of greater than 35,000 = set up by wards
    - ii. Municipalities of less than 35,000 = set up by wards or a combination of wards (if the wards are made up of like districts)
  - ii. Reporting units may NOT cross state assembly, state senate, federal congressional, or senate districts (when municipality falls within multiple counties)
  - iii. Add reporting units to the election plan
  - iv. Copy election plans

**VI. Adding Contests**

- a. Contest jurisdictions
  - i. State of Wisconsin
    - i. State wide contests
  - ii. County
    - i. County level, school district and joint municipal court contests and referenda
  - iii. Municipal
    - i. Municipal level and sanitary district contests and referenda
- b. Contests automatically entered based upon office position
  - i. Regularly scheduled contests are carried over from previous elections
- c. Manual entry of contests
  - i. Add referenda from contest information page
  - ii. To add special contests
    - i. Call Elections Help Desk
- d. Contests complete and verification of contests
  - i. Only contests for which municipality is responsible for will be visible
  - ii. Missing/out of place contests
    - i. Try jurisdictional refresh
    - ii. Call Elections HelpDesk

**VII. Adding Candidates**

- a. Candidate jurisdictions
  - i. Counties are Responsible for entering county level, school district and joint municipal court candidates.
  - ii. Municipalities are responsible for entering municipal level and sanitary districts candidates
- b. Candidates for '2019 Spring Primary' must be entered from '2019 Spring Election'
- c. Add candidates from election information page
  - i. Add candidates from the contest information page
  - ii. Add candidates from the candidate information page
- d. Verify candidates for which jurisdiction is responsible

**VIII. Ballot Styles**

- a. Importance of reviewing ballot styles
- b. Renaming ballot styles
- c. Verification of ballot style names prior to printing poll books
  - i. State/County unchecking boxes – may need to rename

**IX. Data Quality**

- a. Address Data Quality
  - i. My Address Missing DC (District Combo)
  - ii. My Geocode Exceptions
  - iii. My Geocode Warnings

- b. Voter Data Quality
    - i. Registration List Alerts
      - i. Duplicate Voter Records
      - ii. Death Alerts
      - iii. Felon Alerts v. Ineligible Voter List
      - iv. Merged Out v. Transferred Out
  - c. DMV Checks
    - i. Run every time a name, date of birth, driver license #, or SSN is updated
    - ii. Run overnight
    - iii. Only used for data quality and not for voter eligibility
    - iv. Never deactivate a voter based on a DMV check
- X. Poll Books**
- a. Poll books will be available to print 20 days prior to Spring Primary
  - b. Message to appear that the poll books are not available (when poll book tab is expanded) – until they are available
  - c. Recommended to wait a week after poll books are available to print to ensure registrations postmarked in the open registration period, but received after the deadline, are included in the pollbook
  - d. Printing options
    - i. Single
    - ii. Bundle multiple poll books
    - iii. Scheduled
  - e. Export to file

**XI. Questions**